**STBA Committee Meeting – Agenda**

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| **Meeting Information** | | |
| ***Attendees*** | **Executive Committee:**  Matthew Stewart (President/Chair)  Garion Weller (Vice President)  Ryan Aditama (Treasurer)  Clinton Duong (Secretary)  **General Committee Members:**  David Needham, Eion Jennings, Terry Polglase and Jim Birch  **Invited Attendees:** Alicia Morgan (STBA) | |
| ***Apologies*** | Casim Al-Adzin, Jono Cracknell, Lakshini Krishnadasa and Soon Rea Lau | |
| ***Date:*** | 30th July 2023 | |
| ***Time:*** | Start: 5:03 PM |  |
| ***Location:*** | 101 Cascade Road, South Hobart, TAS, 7004 | |

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| **AGenda Items** | | **Presenter** |
| **1** | Call to Order |  |
| **2** | Welcome/Introduction |  |
| **3** | Roll Call/Apologies |  |
| **4** | Approval of Previous Meeting Minutes |  |
|  | Eion moved and David second. All in favour. |  |
| **5** | Items for Discussion / Review |  |
|  | No further items tabled. |  |
| **6** | **Old Business** |  |
|  | 1. Strategic Planning | Matt |
|  | Notes:   * No further updates from Garion. * Refer to Topic 7 for further information about external support complete strategic planning.   Actions:   1. Nil |  |
|  | 1. Improving the Playing Field Grant | Matt/Alicia/David |
|  | New notes:  Update was provided to the committee that the builder, Rhett is exploring a possible option that could repurpose the lift that has already been purchased but no firm details as to what it will look like at this time.  Committee has discussed that it will be necessary to apply for an extension to the grant.  Discussed releasing a report at least a week before the AGM to explain the information we have around the grant and what has occurred.  Actions:   1. Alicia and Matt to follow up on an extension for the grant. 2. Jono to continue looking at quotes for external review. 3. Include information about progress of playing field grant as part of AGM information process. |  |
|  | 1. Lease | Matt/Alicia |
|  | Notes:  Council has come back and has stated that they now needed to review whether the building itself can be leased to STBA as it technically is crown land. Council will now have a meeting with Parks and Wildlife to determine next steps as the land is crown land. Sub-letting is also still not allowed at this time until council can determine if it can be done.  Actions:   1. Matt to continue following up with the council. |  |

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|  | 1. Branding/Marketing Review | Matt |
|  | Notes:  Subcommittee has decided to move forward with the marketing company Gloo. Scope and information was provided and we are now waiting on them to come back to us with work done. All in budget at this time.  Actions:  NIL |  |
|  | 1. Subcommittee updates- Social club, pennant, junior, tournament etc. | Matt |
|  | *Social Club*  Notes:  Matt has fed back that at this time, there are four full tables booked for quiz night which has resulted in $680 in ticket sales.  Noted that HWBA have donated $1000.  Total money made from the event is about $2280 to go towards junior badminton.  Matt indicated that he has been reaching out to politicians to promote the sport and junior programs.  Matt and Alicia have reached out to local communities to see if they wanted to contributed with mix success.  Proposal to provide four $20 STBA vouchers for a total of $80. All in agreement for this to be provided at the quiz night.  *Pennant subcommittee*  Notes:  We have 52 players so far for the teams event which we are aiming to run after the current roster. No other updates.  *Tournament subcommittee*  Notes:  Matt has fed back that the tournament sub committee has met up and it has been decided that there will the same prize pool and same entry costs for the upcoming tournament in September.  Discussion was had around making sure a photographer was available to take photos during the tournament. Discussed reaching out to Keiko to assist, or if that fails then to look at putting out an EOI for the event.  Actions:  1.Ryan to talk to Keiko about whether she would be open to being hired to take photos at the tournament in September.  2.Possible EOI for photographer should Keiko not be available  *Junior subcommittee*  Notes:  The coaching role has been advertised and only EOI submitted so far is by Sanjeev. No other updates at this time. |  |
|  | 1. Staffing | Alicia |
|  | Notes:  Alicia has stated that August is all covered with the staff that we have.  Actions:  NIL |  |
|  | 1. Centre Management Processes | Eion |
|  | Notes:  As per the last meeting’s actions, Eion has shared the proposal from Sport Search to the STBA committee via email, which also included a risk profile that Eion developed. Areas covered in the email were areas of increased risk due to a lack of policies, as well as a governance structure and delegation.  Sport Search hae offered to run a strategic plan process to cover a 5 year period. Separately, they will also assist with developing the policy and procedure documents.  Discussion around external review of the operational tasks and benefits associated with it being reviewed externally.  Eion has noted that $160 has been spent on generating the recommendations/quote from Sport Search. Committee has agreed to covering that cost.  Committee has general agreement to proceed with Sport Search to assist with developing policies and also to work to create a strategic plan. Noted that the proposal from Sport Search has a possible $150 per hour costing and the committee wants it to be made clear that we would only be willing to pay for 10 hours worth without requiring a further approval process.  Eion has moved a motion for $5500 to proceed with the proposal from Sport Search. Matt has second. Unanimous agreement from present committee members.  Actions:   * Eion to follow up with Sport Search to initiate their engagement. |  |
|  | 1. Court Hire Rate Review | Eion |
|  | Notes:  Ryan has noted that across all areas, the court hire costs still result in profits. Ryan has indicated that he has not completed a proposal regarding how much STBA should increase court hire costs.  Committee has discussed that the review was raised to determine if we had enough of a cushion to fund future essential requirements. E.g. court refurbishments/replacement. Also should the disability access grant have to be paid back.  Further discussion was had that it might be best to wait until the strategic plan is completed to determine next steps.  Actions:   1. Defer to post strategic plan being completed. |  |
|  | 1. Badminton Net Dimensions | Matt |
|  | Notes:  Matt has spoken to Alan around the decision and Alan will start the work on adjusting the nets.  Actions:   1. To close. |  |

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| **6** | **New Business** |  |
|  | 1. Coach Social Hall Hire | Matt |
|  | Notes:  A coach has requested we hire out the social hall at $10 per hour for off-court training purposes.  General agreement from the committee that we are open to using the hall for badminton related activities, but that there needs to be limits on what can be used in the social hall. i.e. no hitting shuttles, no using weights.  Matt has moved the motion to allow the room be hired by coaches for $10 an hour. David has seconded. All in favour. |  |
|  | 1. Annual General Meeting | Matt |
|  | Notes:  Constitution stipulates that an AGM must be held within 3 months of the new financial year. The AGM must therefore be held by the end of September.  Discussed that the necessary quorum is 20 for an AGM, though there is little concern that this will be an issue. However, in case quorum is not reached, or some issue delays the AGM, Matt has proposed the 19th of September at 7pm. This will allow for a reschedule if needed.  Committee has discussed the issues raised at the last AGM around voting with people voting and then immediately leaving. A draw then eventuated which meant that those who left did not put in a subsequent vote. Discussed that preferential voting could be a solution but was a time pressure for the vote counters due to number of votes.  It was also discussed that having questions put forward during the AGM, particularly financially related ones, can be difficult to answer without prior notice due to the need to check numbers. General agreement that it would be the committees preference that the AGM reports be provided to members 2 weeks from the AGM, and that any questions related to the reports be provided prior to the meeting so that the committee is able to provide accurate and timely answers.  Ryan has indicated that he is already working with the auditor in preparation for the AGM.  Actions:   1. Garion to think up a topic of things to cover for the president report, secretary report and treasurers report. |  |

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| **7** | **In Camera / Executive Session** |  |
| **8** | **Adjournment** |  |
|  | 7:30pm |  |